

**CITY OF MILPITAS  
SENIOR ADVISORY COMMISSION  
Unapproved Minutes**

**Minutes:** Senior Advisory Commission  
**Date of Meeting:** December 28, 2004  
**Place of Meeting:** Milpitas City Hall, Committee Meeting Room

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**A. CALL TO ORDER & PLEDGE**

Chairperson Weisgerber called the meeting to order at 1:30 pm, and the Pledge of Allegiance was recited.

**B. ROLL CALL**

**Commissioners Present:** Denny Weisgerber, Bal Daquigan, Mary Banick, Amanda Santos, Albert Wang, Joanne Wood and Joyce Dovlet

**Commissioners Absent:** Ed Conner and Milo Larsen

**Alternates Present:** Barbara Ebright and Kathryn Manento

**Council Liaison Absent:** Althea Polanski, Councilmember

**Staff Present:** Kathleen Yurchak, Recreation Services Supervisor

**C. SEATING OF ALTERNATES:**

Barbara Ebright was seated for Milo Larsen and Kathryn Manento was seated for Ed Connor.

**D. ADOPTION OF AGENDA**

MOTION: To adopt the Agenda.

M/S: Daquigan /Wang. Ayes: Unanimous.

**E. MINUTES**

MOTION: To approve the Minutes of the October 26, 2004, Senior Advisory Commission meeting.

M/S: Ebright/Banick. Ayes: Unanimous.

**F. FINANCIAL REPORT**

Supervisor Yurchak explained that there had been no account activity.

MOTION: Note receipt and file.

M/S: Dovlet /Wood. Ayes: Unanimous.

Commissioners would remain on the Commission and when there is a vacancy with a Member At Large position the Mayor would appoint a new Commissioner instead of holding an election.

Motion: Recommended to City Council to change the Senior Advisory Commission Bylaws, to eliminate the Member At Large positions and allow the Mayor to appoint all Commission vacancies with approval from the City Council.

M/S: Wood/Ebright. Ayes: Unanimous.

**K. OTHER BUSINESS**

**1. STAFF REPORTS**

**1.1 Recreation Services**

Supervisor Yurchak read the report as noted on page 2 of the agenda.

**1.2 Senior Center Nutrition**

Supervisor Yurchak read the report as noted on page 3 of the agenda.

**2. LIAISON REPORTS**

**2.1 City Council**

No report

**2.2 Council on Aging Advisory Commission**

Chairperson Weisegerber reported from his November meeting that VTA was conducting public hearings regarding increasing transit fees.

**2.3 AARP**

Commissioner Banick reported that on December 22, through donated money received at the Sock Hop, totaling \$100, four families received donated meals for the holidays.

**2.4 Arts Commission**

No report

**2.5 Recreation and Cultural Resources Commission**

No report

**2.6 50<sup>th</sup> Anniversary Update**

Commissioner Santos announced that the committee's next meeting would be held on January 6, 2005.

**3. Future Agenda Items**

Alternative Transportation Concept  
Walk A Golden Mile Update

**M. Adjournment**

Meeting adjourned at 2:20 pm. The next meeting is scheduled for February 22, 2005, at 1:30 pm, in the City Hall Committee Meeting Room.

# CITY OF MILPITAS

## SENIOR ADVISORY COMMISSION

### BYLAWS

The Senior Advisory Commission was established by the Milpitas City Council on April 20, 1993.

#### Section 1. Purpose

The City of Milpitas recognizes senior citizens as an important and viable section of the total community, and that this portion of the community is entitled to the same opportunities as other age groups. Therefore, the City of Milpitas will provide a place and opportunity for senior citizens to meet together and pursue mutual interests, receive services, and take part in activities that will encourage their involvement in and with the community.

The Senior Advisory Commission will serve as an active advisory group to the City Council. This Commission will advise the staff and Council on planning and organizing various activities that provide meaningful recreational, social, educational and health services to the community's senior citizens. The Senior Advisory Commission will strive to be a channel of communication between staff, senior citizens and the community. They will take an active part in supporting the program through involvement and development of programs and fund raising to provide for these programs. They will provide the assessment of current and future needs of the older population in our community for the purpose of program planning.

#### Section 2. Membership

The Senior Advisory Commission shall consist of nine (9) senior representatives and two (2) alternate senior representatives who are Milpitas residents, members of the Milpitas Senior Center at the time of appointment and are attuned to the needs of the senior citizens. In addition, the City Council may appoint a Council liaison to serve on the Senior Advisory Commission in a non-voting capacity.

Of the nine seats on the Senior Advisory Commission, the following selection processes will be followed:

1. ~~Seven-Nine~~ seats and the two alternates will be appointed by the Mayor and approved by the City Council.
2. ~~Two seats will be selected as members at large and chosen through an election held at the Milpitas Senior Center. An Election Committee should be selected at the time of this selection process and set guidelines for the election. Each senior citizen member at the Senior Center will receive one vote. The two candidates receiving the greatest number of votes will become Commissioners, subject to the approval of their election by the Mayor and the City Council.~~
3. ~~Residents of Milpitas and other cities may apply; no more than two (2) non-residents may sit on the Commission at one time.~~
- 3.

#### Section 3. Term of Office & Removal

The term of office for Senior Advisory Commission members and alternates is two years or until reappointed or a successor is appointed. Members and alternates are expected to attend all meetings. When any member or alternate has three or more unexcused absences in a 12-month period, the Commission shall forward this information to the City Council for review and possible removal of the

member or alternate from the Commission. Any member or alternate of the Senior Advisory Commission may be removed from office by a majority vote of the City Council at a regularly scheduled Council meeting.

Members and alternates may apply for reappointment by submitting a letter or e-mail of interest to the Mayor with a copy to the Commission Chair one month prior to the expiration of his/her term of office. Any member or alternate of the Commission who wishes to resign should submit a letter of resignation or email to the Mayor with a copy to the Commission Chair.

#### Section 4. Vacancies

Vacancies will be filled for the unexpired portion of the term by the Mayor with the approval of the City Council.

#### Section 5. Officers

A Chair, Vice Chair and Treasurer will be selected annually at the first meeting of the calendar year from the appointed members for a term of one year. The Chair will call for meetings and preside over all sessions. In the absence of the Chair and Vice Chair, the member with longest continuous service on the Commission will preside. The Treasurer shall receive and keep an accurate account of all monies.

#### Section 6. Meetings

The Senior Advisory Commission shall hold meetings the fourth Tuesday of even months (February, April, June, August, October, and December) at 1:30~~45~~ p.m. at the Milpitas ~~Senior Center~~City Hall or a designated location. All meetings shall be open to the public. Should a scheduled meeting occur on a holiday, said meeting will be deferred to the same day of the following week or to a date agreed upon by a majority of the Commission. Special meetings may be called by majority vote, the Chair, or the City Council. Notice of any special meeting shall be given as required by law. Except as other provided by these Bylaws, the Commission will follow the latest edition of Robert's Rules of Order for the orderly conduct of meetings.

#### Section 7. Quorum

Any six (6) members shall constitute a quorum for the transaction of business.

#### Section 8. Voting and Seating of Alternates

Voting authority is extended to the nine (9) regular members. An alternate member shall vote only if seated in the absence of a regular member. In the event that a regular member is absent, alternate members shall be seated in order of their alternate position. If a member arrives after an alternate has been seated, the alternate shall remain as the voting member until the end of the meeting.

#### Section 9. Duties of Commission to be Advisory Only

It is intended that the Commission shall be an advisory body to the City Council. Nothing herein contained shall be construed as a limitation on the power of the City Council or the administrative staff of the City in their supervision or authority over property or personnel under their jurisdictions.

#### Section 10. Subcommittees

- A. Other committees within the Milpitas Senior Center will be subcommittees of the Senior Advisory Commission. The Senior Advisory Commission may appoint such

subcommittees, with at least one Senior Advisory Commission member on the subcommittee.

- B. All funds of subcommittees will be deposited into the Senior Advisory Commission's account. No subcommittees will have separate accounts. Funds for each subcommittee will be earmarked for those committees in the Senior Advisory Commission's account.

Section 11. Finances

- A. The Commission's Treasurer or Chair shall review and approve the monthly Commission's financial report for accuracy to provide for oversight before the report is submitted to the full Commission for final approval.
- B. All Commission expenditures over \$100.00 shall be approved by the Commission's Treasurer or the Chair and the City's Recreation Services Supervisor or Recreation Services Manager.
- C. All Commission expenditures \$100.00 or less shall be approved by the Recreation Services Supervisor or Recreation Services Manager.
- D. Monies collected for the Senior Advisory Commission and subcommittees for their programs and fundraisers shall be deposited daily and financial records maintained in the Senior Center and the Finance Department.

Section 12. Budget

The Senior Advisory Commission budget will be prepared on a fiscal year basis for review at the June meeting.

Section 13. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Senior Advisory Commission with such information and staff assistance as the Senior Advisory Commission may from time to time request subject to the limitations imposed by the City Council. The staff member designated by the City Manager shall attend meetings of the Senior Advisory Commission and submit such reports as said Senior Advisory Commission may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Section 14. Amendments

These Bylaws and operating procedures may be amended by simple majority of those voting at any legal Senior Advisory Commission meeting, subject to approval by the City Council.

PASSED AND ADOPTED by the Senior Advisory Commission, the 19<sup>th</sup> day of February, 2002.

PASSED AND ADOPTED by the Milpitas City Council on the 19th day of August, 2003.

PASSED AND ADOPTED by the Senior Advisory Commission, the 28<sup>th</sup> day of December, 2004.